

CYNGOR TREF LLANFAIRFECHAN TOWN COUNCIL
MINUTES OF THE FULL TOWN COUNCIL MEETING
Held on the 5 June 2019 in the Council Chamber at 7.00pm

PRESENT: Councillors: Chair – Mayor Delohne Merrell; Cllr Carol Gell; Cllr Claire Hughes; Cllr Alan Jones; Cllr Chris Jones; Cllr Iolo Kars Jones; Cllr Gareth Wyn Jones; Cllr Christine Roberts; Cllr Glenn Robinson

Town Clerk & RFO: Jayne Neal

76. TO RECEIVE REPRESENTATIONS/QUESTIONS FROM MEMBERS

None

TO RECEIVE APOLOGIES FOR ABSENCE Deputy Mayor Penny Andow; Cllr Andrew Hinchliff; Cllr Nia Jones

RESOLVED to receive and take note

77. TO RECEIVE DECLARATION OF COUNCILLOR'S INTEREST – Code of Local Government Conduct (Members are reminded that they must declare the existence and nature of their declared personal interest).

Name of Member	Agenda No	Details of Personal interests	Details of the Council business to which it relates	Withdraw /Take Part
Cllr Alan Jones	Item 15:2	Personal link		Withdraw
Cllr Alan Jones	Item 17:7	Business link		Did not take part
Cllr Carol Gell	Item 15	Neighbourhood link		Withdraw
Cllr Carol Gell	Item 17:8ii	Personal link		Did not take part
Cllr Glenn Robinson	Item 15	Business link		Withdraw
Cllr Chris Jones	Item 17: 3	Town Twinning Committee Member		Did not take part
Cllr Christine Roberts	Item 17 :5	Carnival Committee Member		Did not take part

RESOLVED to receive and take note

78. TO RECEIVE MINUTES OF THE ANNUAL MEETING HELD ON 1 MAY 2019

These had been previously distributed and were taken as read

Proposed Cllr C Roberts Seconded Cllr G Wyn Jones Unanimous

RESOLVED to approve and take note

79. MATTERS ARISING FROM THE ABOVE MINUTES

70.2.d WI trees – have the Councillors thought about possible planting spots?

Victoria Gardens / Top of Valley Road to help to protect the banking and wall by the river/Terrace Walk Pen Lon lookout point / Caradog Place raised area / perhaps ask for suggestions from the public? It was noted that we may need to CCBC for some soil improver for some areas, in particular, Victoria Gardens

RESOLVED to receive and take note

80. TO REVIEW ACTION LIST 10 MAY 2019

1. Footpath Tender – Clerk to action this as soon as possible as there is real concern about the state of the pathways and other areas

2. Noticeboard repair – job completed in time for the Open Day.

8 Jetty gate meeting took place and we are awaiting further information from CCBC about a way forward. Clerk to query valves and pipes on sea wall. CCBC need to recognise there is a very committed team of volunteer flood wardens in the village.

9 Ecobricks – Clerk to arrange a meeting of the Play Task & Finish group will be called to discuss information received from CCBC and moving the project forward. Perhaps Terracycle scheme should be considered to capitalise on the interest in saving plastic.

10 Mayor and Clerk to respond about basketball lines

11 CCBC representative attending Town Council meeting on 19th June to give information about housing and LDP

12 Mayor's Charity Tea dance – to be organised for September. Clerk and Mayor to progress this

13 Plug at Cenotaph Clerk to chase up

14 Incredible Edibles and Hanging Baskets next meeting Thursday 13th or Friday 14th – Clerk will confirm

16 Skateboard ramps – CCBC have been to inspect – awaiting response

17 Clerk to contact managers about bus stop maintenance

18 Garden Waste - response was read out Town Council comments have been logged

19 Information now received that permission will need to be sought. Clerk to email resident

23 Station Road Bins. As anticipated, the bike locks have not solved the problem and someone has actually removed them and replaced them with key locks which has meant that bins have not been emptied

RESOLVED to receive and take note

81. TO DISCUSS REFURBISHMENT OF PROMENADE CAR PARK – Cllr A Jones

This was discussed at length. Councillors are concerned about the state of the car park and worried that it will eventually lead to it being out of use. It was agreed that options should be considered, and information gained from CCBC about the availability of money to upgrade, this could be through a number of grant funding schemes if the Town and County Council work together. Clerk email parking to discuss options and ask questions about maintenance money

RESOLVED to receive and take note

82. TO DISCUSS AND APPROVE URGENT GREEN MAINTENANCE

Clerk to action the first cut of PROW paths and other urgent green maintenance as soon as possible. Question about training for Environmental Operative – Clerk to progress. Proposed Cllr A Jones Seconded Cllr C Gell

RESOLVED to approve and take note

83. TO DISCUSS AND APPROVE BUSINESS PACK FOR PROMENADE DIGITAL SIGN

A Business pack has been prepared and previously approved. Clerk to action the distribution of information to Llanfairfechan Based businesses

RESOLVED to receive and take note

84. TO RECEIVE INFORMATION ABOUT HR MATTERS AND APPROVE PROCESSES

A HR professional from Penamenmawr has agreed to provide HR support on an as and when basis at an acceptable rate and it was agreed that this service should be engaged in the first instance to develop staff contracts and handbook. Proposed Cllr C Jones Seconded Cllr Claire Hughes Unanimous

RESOLVED to approve and take note

85. TO RECEIVE INFORMATION AND APPROVE PROCESSES TO ADMINISTER TOWN COUNCILLOR'S ALLOWANCES

An extensive discussion took place. Clerk advised on the Welsh Government rational regarding the remuneration framework. This is as follows:

The framework provides for payment to members of local authorities who carry a responsibility for serving their identified communities of geography and of interest. The level of remuneration should not act as a barrier to taking up or continuing in post Democracy is strengthened when the membership of local authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The panel will always take in to account the contribution its framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Llanfairfechan Town Council wish to ensure the remuneration system encourages a wide diversity of Councillors so have agreed that all Councillors will take the allowance so that no Councillor is singled out in reporting systems. Once in receipt of the allowance, Councillors are free use this allowance as they see fit and can donate to charity if they so wish. It was noted that this decision has been made to follow the Welsh Governments intention that there is equality of access to the role of Town Councillor. This decision will not increase the precept as Town Councils have been bound by legislation to hold a mandatory budget for Councillor allowances since 2018/19. All Councillors will need to enrol on the payroll system to administer the payments.

Proposed Cllr C Gell Seconded Cllr A Jones Unanimous

RESOLVED to approve and take note

86. TO DISCUSS AND APPROVE GRANTS TO LOCAL ORGNAISATIONS

A discussion took place and information was shared about precept agreed payments to local groups. Clerk to develop a report template to gather full information on how the funds are used. Grants as follows were approved:

S137 Grants to local organisations

Application Pot	£3000.00
Football Club	£1250.00
Llanfairfechan Foodbank	£1000.00

S144 Grants Celebrations and Tourism

Discover Llanfairfechan	£1000.00
Light up Llan	£1500.00
Fireworks	£1500.00
Carnival	£1250.00

S176 Grants civic reception			
Town Twinning	£1500.00		
S19 Grants community facilities			
Community Library	£2000.00		
Community Hall	£3000.00		
Proposed Cllr G Robinson	Seconded Cllr G Wyn Jones	Unanimous	RESOLVED to approve and take note

87. TO DISCUSS AND APPROVE INTERNAL AUDIT REPORT

A DIGITAL COPY OF THE REPORT WILL BE SENT OUT TO Councillors as soon as it is received but a hard copy was discussed and Clerk to action points as follows:

1. **Unpresented cheques need to be correctly processed so that balances are correct at the end of the year**
2. **All payments must be recorded on the minutes with individual staff payments signed on a schedule by Chair of meeting**
3. **Petty cash documents must be signed by Chair of meeting and VAT must be shown**
4. **Financial Risk Assessment must be carried out annually. Risk Assessment took place in May 15th meeting**
5. **Any cancelled unpresented cheques need to be administered correctly**

Proposed Cllr G Wyn Jones Seconded Cllr C Roberts Unanimous RESOLVED to approve and take note

88. TO DISCUSS AND APPROVE PLANNING APPLICATIONS

1. **0/46224 Weathervane Gwynfor Shore Road**
2. **0/46303 Tyddyn, Rhonwy Mount Road Proposed stables and animal feed store**

No observations were made on either of these applications

RESOLVED to receive and take note

89. TO RECEIVE FINANCIAL REPORT AND PETTY CASH REPORT MAY 2019:

RESOLVED to receive and take note

90. TO APPROVE PAYMENTS TO:

1. **Petty Cash – £100.00**
2. **Dwr Cymru - (retrospective) £13.79**
3. **Llanfairfechan Town Twinning (retrospective) £1500.00**
4. **Llanfairfechan Foodbank £1000.00**
5. **Llanfairfechan Carnival £1500.00**
6. **Llanfairfechan Football Club £1250.00**
7. **Sional – Signs for Victoria Gardens £316.80**
8. **Cllr Andrew Hinchiliff – reimbursement £20**
9. **CCBC Playground inspection - £36.68**
10. **JDH Hughes Internal Audit - £367.20**

Proposed Cllr C Roberts Seconded Cllr G Roberts Unanimous RESOLVED to approve and take note

91. TO RECEIVE CORRESPONDANCE FROM:

1. **Letter from resident about public toilets – Clerk to contact CCBC and enquire about adding a sign to the lamppost on Village Road**
2. **SPG 8 Public Consultation Visitor Accommodation – survey available at the Community Library and on the website – Clerk to send out link**
3. **Electoral Reform report – Clerk to send out link**

RESOLVED to receive and take note

92. TO RECEIVE REPORTS AND COMPLAINTS:

1. **Well done to the Town Twinning Committee. Feedback has been excellent, and the visitors reported that they had a marvellous time during their stay. The event at Victoria Gardens went well despite the torrential rain**
2. **The Carneddau group had a positive meeting about the lottery funding and will report further details as they receive them. If the bid is accepted it will mean extra activities for residents in the surrounding area that will encourage access and use of the Carneddau range.**

3. Question about developments at the football club – Clerk and Cllr Hughes will respond to this
4. Cllr Iolo Jones had attended some training about grant applications that will be of use in the future – information is available
5. Loose slates on the co-op to be reported again – Clerk to action
6. Weeds in the village – Clerk to look into training opportunities for the Environmental operative to enable us to complete small scale maintenance work as required
7. Concern about football goalpost in a neighbourhood area. It was confirmed that CCBC are monitoring the situation and in touch with the residents who have been affected
8. Sailing lamppost to be renewed in the next week
9. The Mayor, Consort and Deputy Mayor attended Pen Dalar hall for an Open Day arranged by Cartrefi Conwy. It was a good opportunity to find out about all the activities on offer and speak to people in the area. Clerk to enquire about current management committee arrangements
10. Report from provider in the Community Hall that the boxing brackets do not belong to the Hall and may be taken away. One bracket is not usable at the moment as it is not fixed properly on the wall. Clerk to discuss the matter at the Community hall meeting on the 11th and try to necessitate a positive conclusion
11. It was reported that a broken swing in Victoria Gardens has been taken away and replaced and that a second swing will need replacing in the next few months – Town Council have negotiated a price with CCBC.

MEETING CLOSE – 9:15pm

Signed (Chair) _____ Date _____